

Maine Educational Assessment (MEA) 2016-2017 TA – Proctor Training

Mathematics and ELA/Literacy
Test Administration Workshop
Grades 3-8



February 2017

Training Agenda

- MEA Online System
 - MEA Portal – TA Essentials
 - MEA Kiosk – Overview
 - Schedule

MEA Online System

MEA Portal:

Test Administration
System



MEA Kiosk:

Student Test Delivery
System



The portal is made up of a User Management component, as well as an Administration component. The Administration component allows users to access Student Data, Class Rosters, and Test Session details.

The Test Delivery component is available via kiosk, browser, and mobile app. It should be noted that only the Sample Items and Student Tutorial are available via the test delivery browser.

MEA Portal

- Go to <https://maine.measuredprogress.org>
- Available February 10, 2017
- Browser Specifications:
 - Chrome[®] 55 or newer
 - Firefox[®] 49 or newer
 - Safari[®] 9 or newer
 - Internet Explorer[®] 11
 - Microsoft Edge



As your accounts are created, you will receive an email from maineservicecenter@measuredprogress.org with a username and temporary password.



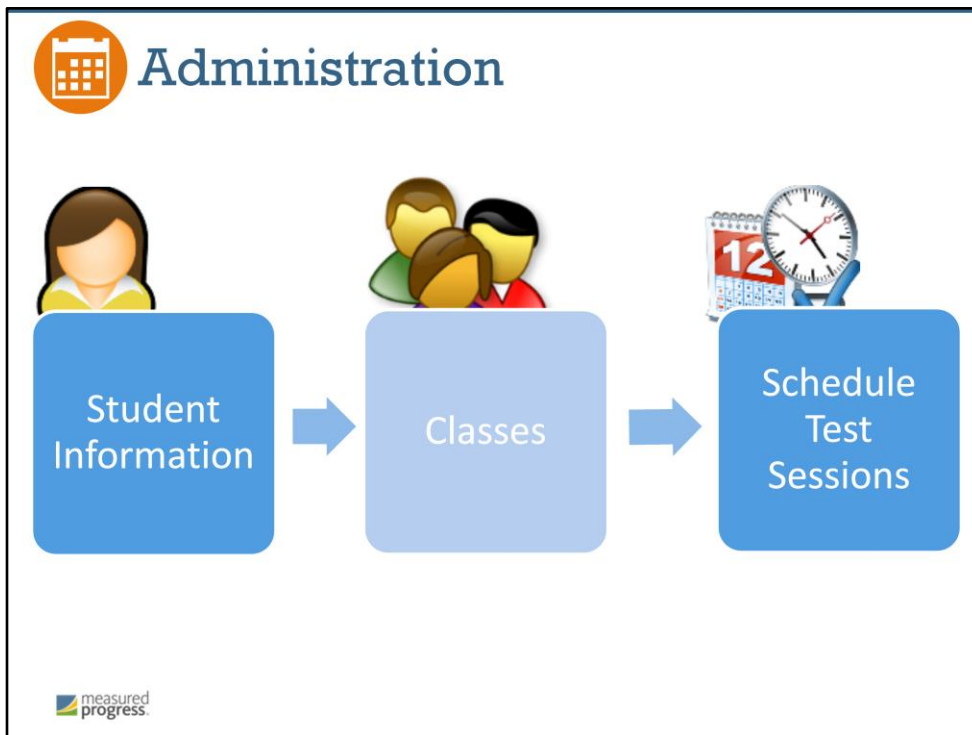
MEA Portal User Roles

User Role	Responsibilities
District Assessment Coordinator (DAC)	<ul style="list-style-type: none">• Manage users (all roles)• Assign student accommodations• View classes• Schedule test sessions• Manage & monitor test sessions• Prepare IT network for student testing
IT Coordinator (ITC)	<ul style="list-style-type: none">• Manage users (DU, STC, TA accounts)• Assign student accommodations• View classes• Schedule test sessions• Manage & monitor test sessions• Prepare IT network for student testing



MEA Portal User Roles

User Role	Responsibilities
District User (DU)	<ul style="list-style-type: none">• View users• View students• View classes• View & monitor test sessions
School Test Coordinator (STC)	<ul style="list-style-type: none">• Manage users (TA accounts)• Assign student accommodations• View classes• Schedule test sessions• Manage & monitor test sessions• Prepare IT network for student testing
Test Administrator (TA)	<ul style="list-style-type: none">• View students• View classes• View & monitor test sessions



The Administration component of the portal includes:

- Student data management
- Class management
- Test scheduling



Administration - Students

- Student Information & Enrollment Data
- Student Accommodations
 - Districts/Schools responsible for assigning all accommodations to students



Administration - Classes

- Classes
 - Pre-created based on student data available via Infinite Campus
 - Classes are created based on grade and content area



Think of a “class” as a proctoring group!

Nancy: If any student data is inaccurate, schools should contact MEDMS Help Desk, medms.helpdesk@maine.gov, 207-624-6896.



Administration – Test Sessions

- Test Session Management
 - Print test logins with students' usernames and passwords
 - Monitor test sessions
 - **Test Status Export***

*this is a new feature for the 2017 administration



Administration





MEA Kiosk Overview

- Kiosk
 - Available on Windows, Mac and Linux
- Mobile App
 - Available on iPads and Chromebooks
- Browser
 - Available on Chrome, Safari, Internet Explorer, Firefox, and Microsoft Edge



Note that the browser kiosk is **ONLY** available for Sample Items and the Student Tutorial.



Student Device Requirements

System Requirements – All Hardware	
Connectivity	Student devices must be able to connect to the internet via wired or wireless networks
Screen Size	9.7" screen size or larger/ "10-inch class" tablets or larger
Screen Resolution	1024 X 768
Browsers (Sample Items, Tutorial ONLY)	Chrome™ 55 or newer Firefox® 49 or newer Safari® 9 or newer Internet Explorer 11 Microsoft Edge
Headphone/Earphone/Ear Buds	Headphones/earphones/ear buds are required for students who have a text-to-speech accommodation. Microphones are not required for the 2017 assessment.



Student Device Requirements

Desktop and Laptop Specific Requirements	
CPU	1.2 GHz
Memory	2 GB
Input Device	Keyboard – wired or wireless/Bluetooth mouse or touchpad
Windows® operating system	Windows Vista®, 7, 8.1, and 10 (32-bit and 64-bit)
Mac OS® operating system	10.9 – 10.12 (64-bit only)
Linux OS	Ubuntu 14.04.5, 16.04.1 LTS (64-bit only) Fedora™ 23, 24 (64-bit only)





Student Device Requirements

Tablet/Netbook/2-in-1 Specific Requirements	
iPad®	10.2.0-10.2.1
Chromebook™	Chrome OS™ 53-56
Windows-based tablets/netbooks/2-in-1	Windows 8.1, 10 (32-bit and 64-bit)

- Newer versions of ChromeOS and iOS may not function as expected with the MEA Kiosk.
- iOS 10.2.0-10.2.1 should be used for optimal AAC use.
- No requirements for local assessment servers or caching machines.
- External keyboards are optional for iPad users.



Students may not notice this, but proctors should be alerted to keep an eye on this indicator.



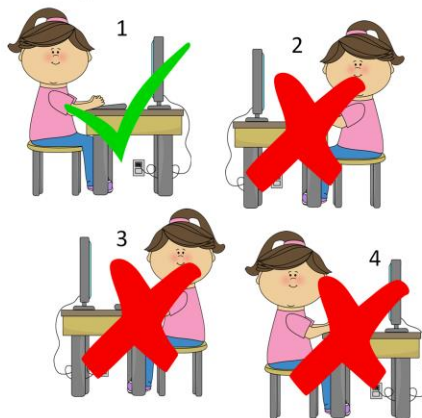
IMPORTANT INFORMATION

- Each student should use ONE device



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- Testing on multiple devices can create stale responses



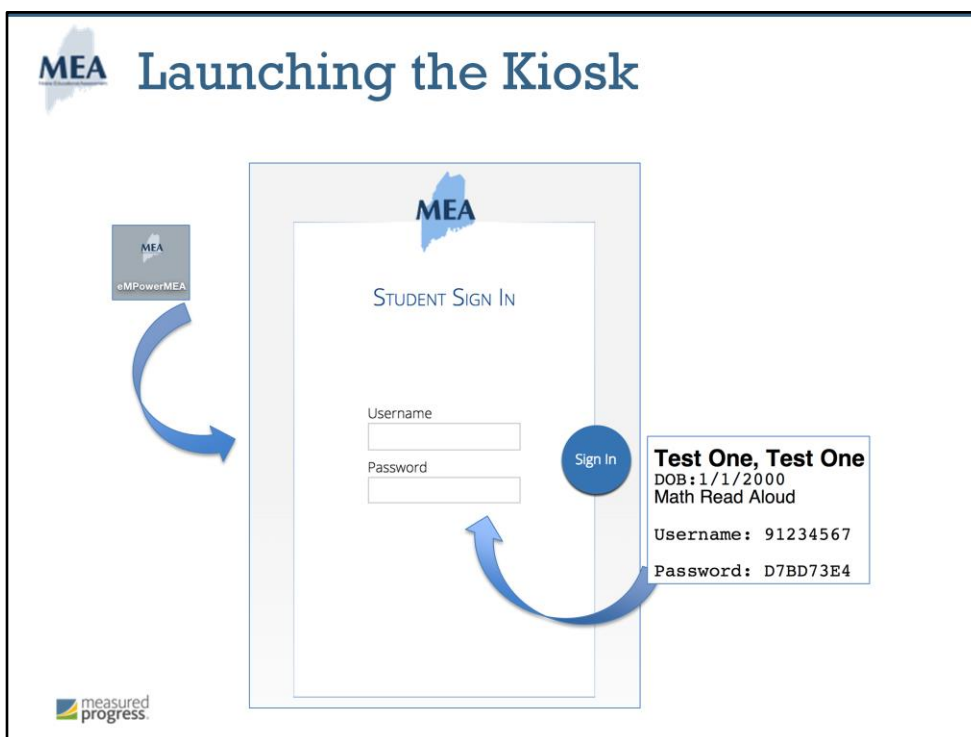


CHROMEBOOK INFORMATION

- Do **not** turn off Chromebooks experiencing internet connectivity issues.
- Need to switch devices? Call technical support immediately:
 - 1-855-652-8929
- **MDOE is allowing the use of 360° Chromebooks as long as the students are testing in keyboard/laptop mode. Students are NOT permitted to test in tent or tablet mode.**

Share this information with all IT and school personnel!





Kiosk is installed on each computer or on the network

- Students will launch the Kiosk from a desktop icon or a network folder
- Students log in using their provided usernames and passwords
- Logins provide unique access per student per test and are NOT case sensitive

MEAP Starting the Test

The screenshot displays the MEAP Test Sessions interface. On the left, a sidebar contains navigation links: Home, Site Setup, Students, Classes, and Test Sessions. The main content area shows the 'Test Sessions' page with a header 'Test Sessions' and a user profile for 'Demo John Doe'. The profile includes a greeting 'Hello, Demo John Doe', a 'Not Demo John Doe?' link, and an 'Exit' button. Below the greeting, a box displays student information: State Student ID (100140868), Date of Birth (2000-01-01), Grade (5), School Name (Cyber City Sch 1), Teacher, and Gender (Male). A message states 'The following tests have been scheduled for you: ELA 2 Session'. At the bottom, there is a 'Show Sessions List' link, a 'Session Access Code' input field, and a 'Submit' button. A blue arrow points from the 'Session Access Code' field to the 'Submit' button. The background shows a list of test sessions with columns for Last Name, First Name, Username, Password, and Form.

MEAP Starting the Test

Home Site Setup Students Classes Test Sessions User: Demo Admin

Test Sessions

District: Cyber City Administration: 2015-2016 School: Cyber City Sch 1 Content Area: ELA

Teacher: ELA Period 6 (Grade 4) Class: ELA 2 Session Test Name: ELA 2 Session Testing Window: 01/28/2016 12:00 AM to 01/31/2016 11:45 PM

Test is in progress. It ends on 01/31/2016 at 11:45 PM Eastern Standard Time. All test start and end times are reported in Eastern Standard Time. Students may log in and take the test using their username and password.

Access Codes

Session Sequence

1

2

Back to Test Sessions

Session: Choose a Session

1 tokens per page

Print selected logins Print all logins (2)

Last Name	First Name	Username	Password	Form
Demo Doe	Demo John	100140868	9354EAB8	ELA 2
Demo Doe	Demo John	1001341	9354EAB8	ELA 2

Not Demo John Doe? Exit

Hello, Demo John Doe

100140868 State Student ID 2000-01-01 Date of Birth 5 Grade

Cyber City Sch 1 School Name Male Gender

The following tests have been scheduled for you:

ELA 2 Session

Show Sessions List

Session Access Code: Submit

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Session passwords are provided to proctors to have all students enter before beginning that section of the test



Universal Tools




Universal Tools are available to all students on computer based tests.

Name	Tool Icon	Description
Guideline		Student uses onscreen tool to assist in reading by raising and lowering tool for each line of text.
Answer Masking		Student hides possible answer choices (multiple choice items only).
Sketch & Highlight		Student may draw using black, red, or blue brushes; highlight; or erase
Notepad		Student may type notes for each particular item
Screen Zoom		Students can zoom full screen up to 150%
Reverse Contrast		Inverts all color values.
Custom Masking		Students can mask certain parts of screen.



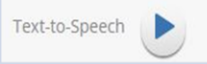


Item Tools

Item Tools are available to all students on specific test items.

Name	Tool Icon	Assessment/Content Area
Basic Calculator		Grades 3-6 Mathematics
Scientific Calculator		Grades 7-8 Mathematics
Ruler		Mathematics

MEA Accommodations

Accommodations are available to specific students.

Name	Content Area	Tool Icon	Description
Text-to-Speech Mathematics	Mathematics		Students can play, pause, or stop audio.
Text-to-Speech Writing	Writing		Students can play, pause, skip passage, or stop audio.
Color Contrast	All		Students select desired text and background color.
Turn Off All Universal Tools	All	Not Applicable	Universal Tools will not be available

MEA Options Page

If a student is assigned an embedded accommodation, they will see an “Options” page when they log in to the kiosk.


Options

Text-to-Speech Volume: 100

Color Contrast

Default	Classic	Oriental	Chalkboard	Nocturnal	Aquiline
Eccentric	Azure	Haunted	Celestial	Antique	Creamy

[Continue](#)

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- For students with accommodations, an “Options” page will be displayed.
- Students may NOT uncheck these accommodations, but within the test itself, the usage of each of these accommodations is optional.

MEA Proctor Password

Home Students Classes Test Sessions User: TA Demo

Home

Welcome to the Maine Educational Assessment Portal (MEA) for grades 3–8 Math and English language arts. This site provides access to student information and test session details.

If you need assistance utilizing this site please call 855-652-8929.

If you need assistance with paper based testing please call 855-652-8929.

Proctor password for Cyber City Sch 1 (Cyber City Sch 1) emetric1

1234567897	10/12/2000	7
Student Number	Date Of Birth	Grade
Cyber Sch1	Teacher	Female
School Name		Gender

The following tests have been scheduled for you:

Demo Math Test

Proctor Password

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In the event that a student pauses their test for longer than 30 minutes, or is inactive within their test for longer than 60 minutes, the proctor password will be required in order for the student to continue testing. The proctor password is located at the bottom of the Administration home page. The student will log in to their test and will see this Proctor Password text box; only the test administrator should enter the password, the student should never know what the password is. Once the TA enters the proctor password, the student can click Submit and they will be able to continue testing.



Passwords





Type of Password	Utilization	Entered By
Student Password*	Used to log the student into the appropriate test	Student
Session Password	Used to log the student into the appropriate session of the test	Student
Proctor Password**	Used to log the student into the appropriate session of the test if the student began the session, paused for longer than 30 minutes or is inactive for longer than 60 minutes, and needs to resume the session.	Proctor

* Student test password is NOT case sensitive

** Proctor password must be kept confidential.



MEA Exiting the Kiosk

Steps	Button to Click
On the last item, students click Finish .	
On the test review screen, students click Turn In .	
Below the confirmation question, students click Turn In .	
Student returns to test session selection page and may select the next session or click Exit to exit the kiosk.	



Sample Items: Online

- Available **February 20, 2017**
- Use kiosk, mobile app, or browser
 - Use kiosk or mobile app if screen zoom or text-to-speech is required
 - <https://maine.measuredprogress.org/student>

Math Sample Items

Username: MaineMath
Password: practice

ELA Sample Items

Username: MaineELA
Password: practice



- Sample items can be taken with a browser or with the kiosk.
- If a student will need screen zoom or text-to-speech accommodations, they must use the kiosk.
- Students should take the sample items on the devices to be used for testing.

All accommodations are turned on for the sample items. Students should be made aware that some of the accommodations (TTS and color contrast) may not actually be made available to them in the operational test.



Schedule – Mathematics, Reading, Writing & Language

Task	Date
Student data available in Portal for assigning accommodations and class creation	2/10/17
Begin Site Readiness testing and Site Certification at test sites	2/10/17*
Begin scheduling tests	3/6/17
Testing Window	3/20/17-4/14/17

*It is recommended to complete Site Readiness testing **as soon as possible** in order to identify any device configuration issues.





Schedule – Essay

Task	Date
Begin scheduling tests	4/24/17
Testing Window	5/8/17-5/19/17



Questions & Answers

- Measured Progress Technical Product Support
 - maineservicecenter@measuredprogress.org
 - 1-855-652-8929
- Help & Support Site
 - maine.onlinehelp.measuredprogress.org



Thank you.

